

TITLE, SERIES, GRADE: Deputy Executive Officer, GS-340-15

SALARY RANGE: GS-15: \$103,947 - \$135,136 per annum

PROMOTION POTENTIAL (IF ANY) TO: None

VACANCY ANNOUNCEMENT NUMBER: 05-CRM-JC-035

AREA OF CONSIDERATION: Department of Justice-Wide (Status Candidates Only) and displaced/surplus DOJ federal employees in the local commuting area.

OPENING DATE: May 23, 2005

CLOSING DATE: June 13, 2005

DUTY LOCATION(S): Department of Justice, Criminal Division, Office of Administration, Executive Office, Washington, DC

NUMBER OF VACANCIES: Two Positions

JOB SUMMARY: There are two Deputy Executive Officer positions being filled through this announcement. Each Deputy oversees assigned administrative programs within the Office of Administration, including a combination of the following program areas: Human Resources, Space and Facilities, Security, Contracts, Procurement, Employee Development, Budget Formulation, Planning and Evaluation, Financial Management, and Information Technology.

Under the supervision of the Executive Officer, both Deputy Executive Officers are each responsible for directing and providing expert advice and accomplishing work on all aspects of administrative and organizational management functions within their respective assigned program areas, including:

- strategic management of human capital;
- strategic planning and accountability for results oriented performance;
- management of budget, accounting, and procurement functions;
- protection of facilities, personnel and classified information;
- delivery of legal, technical and administrative support training;
- direction of space and related logistical functions;
- automated office support systems,
- information technology and information resources management;
- telecommunication, correspondence and records management; and
- litigation support.

Specific job duties also include:

- Providing advice and direction to assure the development and maintenance of a sound organizational structure; improving management methods, techniques and procedures; and ensuring the most effective use of human, financial and material resources necessary to accomplish assigned program area goals.
- Formulating, developing, and implementing organizational and administrative strategies and policies governing administrative program operations.
- Conducting management analysis and research and employing strategic planning methods to improve current and future Division effectiveness and efficiency required to support the Division's mission and program goals.
- Fostering a strong sense of customer service in all administrative operations to serve the Division's critical mission.
- Serving as principal advisor to the Executive Officer on administrative management matters.
- Making final decisions on issues developing from subordinate activities and resolving differences between key subordinate supervisors on important management matters.
- Establishing, fostering and maintaining effective working relationships with Division leadership and personnel.
- Serving as primary contact point and liaison with other Department counterparts.
- Ensuring the execution and overall administration of program areas assigned.
- Serving as first-line supervisor to Directors of program areas assigned.

NOTE: For eligible surplus/displaced employees, well qualified means an applicant must meet all minimum qualification requirements and score at the midrange level points against the ranking factors stated in the vacancy announcement.

QUALIFICATIONS: Applicants must possess one year of specialized experience equivalent to the next lower grade in the Federal service.

SPECIALIZED EXPERIENCE is experience which is typically related to the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

QUALITY RANKING FACTORS: Applicants are encouraged to provide a separate narrative addressing each quality ranking factor.

- 1) Ability to analyze weaknesses and develop viable solutions within administrative program areas (e.g., Human Resources, Resources Planning, Financial Management, Information Technology, Contracts, Procurement, Facilities, Security, Employee Development, etc).
- 2) Ability to formulate and implement innovative customer service strategies within assigned program areas.
- 3) Knowledge of federal statutes and regulations governing administrative programs necessary to provide expert advice to senior management, to formulate a broad strategic vision to address the administrative needs of a litigating division, and to develop and implement comprehensive Division-wide management policies.
- 4) Ability to effectively communicate both orally and in writing in order to participate in the preparation or delivery of presentations and briefings to senior officials.
- 5) Ability to provide technical and administrative direction, through subordinate employees, to accomplish work of assigned program areas.

EVALUATION METHODS: Applicants will be evaluated according to the extent and quality of experience, education and training, type of official recognition received and supervisory appraisal of performance.

HOW TO APPLY: Applicants must submit a resume, OR the Optional Application for Federal Employment (OF-612), OR any other written format chosen, including the SF-171.

-Applicants must also submit a separate statement addressing the Quality Ranking Factors listed above.

-Current Federally employed applicants must also submit a copy of your latest Notification of Personnel Action (SF-50), and copy of a performance appraisal issued within the last 12 months.

-Displaced and surplus federal employees must submit a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position.

If a Resume is submitted it must contain the following information: If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.

- **JOB INFORMATION**--Announcement number, title and grade(s) of the job for which you are applying;
- **PERSONAL INFORMATION**--Full name, mailing address (with ZIP code), day and evening phone numbers (with area code), social security number, country of citizenship (Most Federal jobs require United States citizenship), veterans' preference, reinstatement eligibility (if requested, attach SF-50 proof of your career or career-conditional status, highest Federal civilian grade held (also give job series and dates held);
- **EDUCATION**--High school, name, city, and state (ZIP Code), date of diploma or GED, colleges and universities, name city and state (ZIP Code), majors. Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours). Send a copy of your college transcripts only if the job vacancy announcement requests it.
- **WORK EXPERIENCE**--give the following information for your paid and nonpaid work experience related to the job for which you are applying. (do not send job descriptions): job title (include series and grade if Federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor.
- **OTHER QUALIFICATIONS**--Job-related training courses (title and year). Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed. Job-related certificates and licenses (current only). Job-related honors, awards, and specialized accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards (Give dates but do not sent documents unless requested).

Applications can be e-mailed to: CRIMINAL.CRMJOBS@USDOJ.GOV or faxed to 202-353-0775. For federally employed applicants e-mailing a resume, OF-612 or SF-171, you will need to fax a separate statement addressing the Quality Ranking Factors listed above, a copy of your latest Notification of Personnel Action (SF-50), and copy of a performance appraisal issued within the last 12 months. Displaced and surplus federal employees must also fax a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position. Although we are requesting that applications be sent via e-mail and/or fax, we are also accepting applications mailed through the postal service.

NOTE:

- Relocation expenses are not authorized.
- Applications that are e-mailed and/or faxed must be received by midnight of the closing date.
- Applications mailed through the postal service must be received by the closing date of this announcement.
- If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.
- This is a permanent full-time position.
- All qualifications for this position must be met by the closing date of this announcement.
- This position is subject to a one-year supervisory/managerial probationary period, if one has not yet been completed.
- Failure to submit the requested information may result in a lower rating in the evaluation process.
- Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. This position is subject to a drug test by urinalysis.
- Qualified applications will receive consideration without regard to race, color, national origin, religion, sex, age, marital status, disability, sexual orientation, or any other non-merit factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on request for reasonable accommodation will be made on a case-by-case basis.

POINT OF CONTACT: Jill Colburn

CONTACT PHONE: 202-305-7443

CONTACT E-MAIL: CRIMINAL.CRMJOBS@USDOJ.GOV

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